

CJIS Board Meeting

May 05, 2008 – 4:00 PM - 5:00 PM

Chief Justice's Office ~ 1st Floor, Supreme Court

Attendees:

Tom Trenbeath, Chief Justice VandeWalle, Lisa Feldner, Pam Schafer, Leann Bertsch, Nancy Walz and Sue Davenport

Not in attendance:

Gordon Christensen, Charles Placek

Approve minutes

The draft board meeting minutes were presented. Everyone acknowledged they were handed out. The board will approve at the next meeting.

Status Report

Pam distributed copies of current status of projects.

Portal 2.0 - Gordon is working out a detailed project plan. Currently, ITD Developer is working on the local law enforcement integration project. Had them continue on that project so CJIS would not lose the resources.

Bismarck Police Department (BPD) Integration - BPD goes hand in hand with law enforcement integration. Bismarck Police presented the cost estimate for the BPD's integration efforts with their vendor. In working with ITD's accounting BPD will pay for the costs and ITD will reimburse. The yearly maintenance fees will be assumed by the local entity this case it is BPD.

Cruiser project. CJIS will do a limited role out with 3 agencies. We have 1 currently beta testing the cruiser module. This is a preliminary phase, if all is successful, we would offer cruiser to everyone. Pam stated there may be limited usage of product as their will be extra efforts on their end

SAVIN Project – The plan is to offer the position today. BJA approved a one year extension on the SAVIN grant and sole sourcing with the vendor, Appriss, Inc. Pam is holding off on the project as we should have the SAVIN Program Manager on board and the next phase is working with the vendor and the new hire should be involved.

Budget

Current Biennium

Pam handed out the budget report to show where CJIS is at financially. She distributed a document from last biennium to budget as of March 31, 2008. Pam went over the budget numbers. Questions were asked on salaries as the budget appears that we have extra. CJIS had been without two employees and this area will catch up. Operations: Some of the annual maintenance costs have not gone

through yet. Project costs related to LERMS Integration's with CJIS Portal: CJIS will have accomplished our goal using different project expenditures. Right now, Pam will need to take a portion of the Court's project money to bring on 3 of the larger cities. We are on hold for the State's Attorney Integration project as resources are not available right now. Discussions with the State's Attorneys and the Courts about business processes must occur as there is more to this project than just integration. There may need to be others involved with policy changes. In explaining the budget handout, the highlighted green section projects are being utilized to fund the Portal 2.0 project and the BPD project. These numbers were specifically funded by the legislature; however, they were used as justification for the bottom dollar figure which is what we were granted. Those highlighted in yellow are showing the money is there but not the resources. Currently, it is unclear if we need to purchase the JustWare broker for the State's Attorney Integration project. Pam will come back with more answers within the next 2 months.

09-11 Biennium

Pam used last biennium's budget as a start and modified it with upcoming changes for the 09-11 biennium. She has not prepared a budget for the SAVIN program yet. The intent is to budget SAVIN as a separate line item from CJIS. The Chief requested this at the last CJIS Board meeting.

Highlights

- CJIS is asking for an increase in salary funds. Pam added \$18,000 for a temporary person to help out with some of the work and salaries are higher. It was asked if the proposed salary increases meet the governor's guidelines for salary increases. The Attorney General FTE's are special funds in the Attorney General's budget, therefore need to take into account last biennium's raises in the line item and base budget.
- Operations are less this year from last. Last biennium more monies were appropriated for training and software purchases.
- CJIS's baseline is approximately \$720,000. This figure is not firm as it needs to be confirmed with OMB.
- Project costs: Some project costs may be higher than initially estimated; some project costs stayed the same. The ones in red were cancelled for the 07-09 biennium and others have been added. The projects listed are in no special order. We need to address some of the dual entering, i.e. user name. LERMS replacement process may need to be upgraded or replaced. We need to get other state agencies opinions. Portal mobile is on as a possible project.
- Strategic direction: Do we want to get into integrated data flow? Data entry should be happening only one time. We have not taken or been funded for this approach to data integration. It was asked if the CJIS Executive Committee was going to make recommendations and their opinion. Recommendations should come from the CJIS Executive Committee regarding projects with needs and prioritization. Then, within the recommended project group the board would want some flexibility. Data Sharing - Today, we use the CJIS Portal for this. We provide access but do not take ownership of data.

We need to let Legislators know exactly what we are planning for projects for CJIS. Last Biennium CJIS received funding for projects requested, the biennium before; we needed to prioritize and had to choose what we would cut.

- Dispositions from State's Attorneys: There are questions that need to be answered on the reporting of dispositions. There are some questions regarding what's being done and who's responsible in the disposition reporting process.
- IJIS Study: Through Gordon pointing duplication of efforts, we had the IJIS Study. The Chief discussed CJIS's role or definition defined through North Dakota's Century Code. Elimination of duplication is not in our charter, though the mission is quite important. We've been sharing, letting agencies own their information. Lisa states we should be doing something about this duplication issue. Integration is a redefinition of our process. Integration is complicated for our state. The statute shows we should facilitate exchange of data. It doesn't contemplate integration. The concept behind the workflow sharing was that if you have a record to share, it can be shared with the hub then others can pull and share to and from the hub. It is an exchange but we need to set standards and watch what is happening. This is a growth thing. All agree. Some people worry a lot about the free flow of information. Legislature and CJIS are tied closely together. Chief - If they are talking about some kind of umbrella then this will have to go to the legislature for a consolidation issue. One thing that was talked about in the study is why there is not one single board. Some think those people who use it (on the Executive Committee), should be the governing board. The legislature is not going to buy the idea of creating a new entity. Other committees have someone who governs smaller committees but who is that going to be?

Budget information was for informational purposes and approval is not required at this time.

Next meeting is set up for June.

Meeting adjourned 5:01